

## **Community Development Block Grant (CDBG) Advisory Board Meeting**

**February 18, 2020**

The meeting began at 6:06 PM

**Members Present:** Mary Riley, Roy Walker, Rebecca Roman, Olivia Pena, Alissa Faber, James Loop, Raquel Aronhime, Jane Helmstetter, Nancy Stetson, Alex Farrell, Elizabeth Bibb Binder, Kevin Deutermann

**Staff Present:** Marcella Gange, Christine Curtis, Todd Rawlings

Marcella welcomed the group and started introductions.

The draft meeting minutes are reviewed and a motion to approve is made and seconded and passed.

**Public Comment** – The floor was opened for public comment, there was none, and it was closed.

Next, Marcella reviewed the procedures for disclosing conflicts of interest, one person has a COI for one application, they did not score that application and they will not vote or participate in the discussion regarding that application.

Next, Marcella reviewed how the allocation process works, and the materials presented. The Board decided that they wanted to have a conversation about the merits of all of the applications before making any funding decisions.

Next the floor was opened to discuss the applications.

### **PS1 Steps – Safe Tonight – Request \$32,000 – Rank 3**

Board Member discussion on application:

- Board member liked that this supports domestic violence survivors
- Crises support service, staff support – 3 positions
- Hours proposed in application were confusing – grant will be paying for percentage of staff's salaries
- Removing a barrier for domestic violence survivors – giving them options
- The grant funds would be stretched to help a lot of people
- Board member liked that this covered even the temporary gaps between homeless status
- The only emergency shelter in Chittenden County, can only serve Burlington residents
- Board member wants to consider funding only two of the three positions listed in application

### **PS2 Pathways – Expand Housing First in Chitt. County – Requested \$97,000 – Rank 3**

Board Member discussion on application:

- Board member liked that there were a lot of beneficiaries tied to this application
- This grant will help those individuals who are not eligible for mental health funding but are still at high risk
- Board member liked well written application, they had a back up plan for the sustainability section
- Board member asked about the request being 1 year as opposed to 2 year
- Application did not address the outreach portion, some portions were not clear in application

### **PS3 Safe Harbor CHCB – Housing Support and caseworker – Requested \$112,500 – Rank 5**

Board Member discussion on application:

- Position was not in direct relation of the purpose of the grant

- Confused by the application, did not express clearly what their mission was
- Board member liked this application, it went beyond just housing, focused on services, most leveraged use of money
- Liked the strategy but, being the only funder for the position, not clear enough plan to support that entire position, did not like the application
- Board member liked that the CHCB Board is comprised of patients

**PS4 – CVOEO – VITA – Requested \$10,000 – Rank 1**

Board Member discussion on application:

- Funded pretty consistently, large number of beneficiaries, low cost
- Connects them to services, broad range of incomes, people are able to learn as well throughout the process
- Strong, complete and clear application
- If they do not get funds, they would scale back weekend and evening hours, not a great alternative
- Board member didn't like the old data, feels like they copied a lot from last year's application
- Board member liked all the connections this program sets in place for the beneficiaries

**PS5 – ReSource YouthBuild – YouthBuild Winterization Training – Requested \$11,539 – Rank 2**

Board Member discussion on application:

- Board member commented on the improvement of the application process
- Board member liked their independent sustainability plan
- Board member thought not enough people are being served with this plan
- Skilled workers are in high demand, while not helping a large quantity of people, could really help skilled worker/apprenticeship demand even though that isn't fully detailed in application
- Focus should be on the training of service while helping the housing stock in Burlington

The Board took a break at 7:20 and reconvened at 7:30 PM

Next, the Board made a motion to eliminate the CHCB application. \$0 allocation - Vote: 11 yes, 1 no. Motion passes.

A motion is made to start with the highest ranked and move to the lowest – Vote: 12 yes, 0 no. Motion passes.

Next the Board Members proceeded through the budgeting process:

**Steps**

- Board Member proposed to fund \$32,000 – Vote: 7 yes, 5 no – Passed
- Member proposed to fund \$24,420 – Vote: 6 yes, 6 no – Fail
- Member proposed to fund \$28,000 – Vote: 12 yes, 0 no – Passed
- Member proposed to fund \$25,420 – Vote: 6 yes, 6 no – Failed
- Member proposed to fund **\$26,920** – Vote: 11 yes, 1 no - Passed

**Pathways**

- Board Member proposed to fund \$35,000 – Vote: 8 yes, 4 no – Passed
- Member proposed to fund \$31,420 – Vote: 4 yes, 8 no – Failed
- Member proposed to fund **\$35,000** – Vote: 12 yes, 0 no – Passed

### **CVOEO**

Board member proposed to fund \$10,000 - Vote: 10 yes, 2 no – Passed

Member proposed to fund \$9,000 - Vote: 8 yes, 4 no – Passed

Member proposed to fund **\$7,500** – Vote: 9 yes, 3 no – Passed

### **ReSource YouthBuild**

Board member proposed to fund \$5,000 – Vote: 5 yes, 6 no, 1 COI – Failed

Member proposed to fund \$7,000 – Vote: 5 yes, 6 no, 1 COI – Failed

Member proposed to fund **\$8,000** – Vote: 11 yes, 0 no, 1 COI - Passed

**Next the Board voted for consensus on the final Public Service budget. Motion made and seconded.**

**Vote: 12 yes, 0 no – Passed**

<b>ID #</b>	<b>Project Name</b>	<b>Organization</b>	<b>Amount Requested</b>	<b>Board Recommendation</b>	<b>Rank</b>
PS1	Safe Tonight**	Steps	\$32,000	\$26,920	3
PS2	Expand Housing First in Chitt. County**	Pathways	\$97,000	\$35,000	3
PS3	Housing Support and caseworker**	Safe Harbor CHCB	\$112,500	\$0	5
PS4	VITA	CVOEO	\$10,000	\$7,500	1
PS5	YouthBuild Winterization Training	ReSource Youth Build	\$11,539	\$8,000	2

**Total Funding approved: \$77,420**

Next Marcella reminded the group of the homework deadline of Tuesday March 10<sup>th</sup> at 4pm and answered Board Member questions about rating development applications.

Todd Rawlings stated that two of the CHT applications may raise eligibility questions and any additional information or clarifications received will be sent on to Advisory Board members:

- 1) The location of the Recovery Housing application is outside of the jurisdiction of City of Burlington CDBG. There is precedent for use of funds outside of the jurisdiction, where benefit to our jurisdiction can be shown. There is a process for undertaking this demonstration of benefit and CEDO working with staff in HUD Boston Field Office to resolve eligibility questions
- 2) Domestic Violence Shelter. Eligibility questions around site ownership and site control, role of CHT and the development of a public facility. CEDO is working with staff in HUD Boston Field Office to resolve eligibility questions.

**The meeting was adjourned at 8:25 PM**

Respectfully submitted,

Christine Curtis

Community Development Specialist I – Grant Support